

Report for Week Ending 26 December 1956
from
FORMS MANAGEMENT BRANCH

COMPLETED ACTIONS

1. Statistical Summary

| <u>TYPE</u> | <u>DD/I</u> | <u>DD/P</u> | <u>DD/S</u> | <u>STOCK</u> | <u>TOTAL</u> | <u>NO. OF COPIES</u> |
|-------------|-------------|-------------|-------------|--------------|--------------|----------------------|
| New | 2 | - | 2 | - | 4 | 11,700 |
| Revision | 1 | - | 3 | - | 4 | 20,000 |
| Reprint | - | 1 | 2 | 1 | 4 | 938,000 |
| Total | <u>3</u> | <u>1</u> | <u>7</u> | <u>1</u> | <u>12</u> | <u>969,700</u> |

2. Develops Polygraph Agreement for Security - [REDACTED] - In collabor-
ation with [REDACTED], ARO/OS, this formerly mimeographed booklet form
(now Form No. 1139) was standardized and brought under control. Design and
typography were improved; white paper was substituted for blue.

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3. Medical Officer's Psychiatric Evaluation of Employees Form Sent
to Printer [REDACTED] - Form No. 1055 b, Job Satisfaction Inventory,
mentioned as a pending item in last week's report was completed and sent
to the printer 12/30. The form was greatly simplified; all questions can
now be accurately answered by means of check boxes; the size (number of
pages) was reduced; and a remarks space for the employees supplementary use
was provided. The OPI [REDACTED] was pleased with our improvements.

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4. Biographic Profile Control, Form 1080a Revised; Procurement
Expedited [REDACTED] - Special handling of this job enabled us to process it
the same day it was received and to arrange with PSD/OL to obtain delivery
of an overprinted stock of IBM cards to MRD/Compt. next week. This form is
part of the whole Biographic Profile project on which we have been working
rather closely with Mr. [REDACTED].

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PENDING ACTIONS

1.

Statistical Summary

| <u>TYPE</u> | <u>DD/I</u> | <u>DD/P</u> | <u>DD/S</u> | <u>STOCK</u> | <u>TOTAL</u> |
|-------------|-------------|-------------|-------------|--------------|--------------|
| New | 2 | 2 | 16 | 4 | 24 |
| Revision | - | 1 | 5 | 4 | 10 |
| Reprint | - | 2 | - | - | 2 |
| Total | <u>2</u> | <u>5</u> | <u>21</u> | <u>8</u> | <u>36</u> |

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2. Materials Handling and Running Tests of Form 1K series Bid Samples
Scheduled [REDACTED] Materials samples have been received from the low bidder and are being forwarded to RC/RQM/DD/P for monitoring the first testing phase. Sample sets will be formed out to Area Divisions for typing in a normal manner and return to RC/RQM. Samples will then be sent to Cable Secretariat for additional typing and erasure tests. Cable Secretariat will then run off the offset masters and report on results.

[REDACTED]

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